

## DEPARTMENT OF AGING

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# PROGRAM MEMO

TO: <b>Area Agency on Aging (AAA) Directors</b>	NO.: <b>PM 02-03 (P)</b>
SUBJECT: <b>The National Senior Service Corps Third National Conference – Seniors Leading the Way: “Making Service an Exception for All”</b>	DATE ISSUED: March 19, 2002
REVISED	EXPIRES: Until Superseded
REFERENCES: <b>PM 01-05 (P), <a href="http://www.seniorcorps.org">www.seniorcorps.org</a></b>	SUPERSEDES:
PROGRAMS AFFECTED: <input type="checkbox"/> All <input type="checkbox"/> Title III-B <input type="checkbox"/> Title III-C1/C2 <input type="checkbox"/> Title III-D <input type="checkbox"/> Title III-F <input type="checkbox"/> Title V <input checked="" type="checkbox"/> CBSP <input type="checkbox"/> MSSP <input type="checkbox"/> Title VII <input type="checkbox"/> ADHC <input type="checkbox"/> Other: _____	
REASON FOR PROGRAM MEMO: <input type="checkbox"/> Change in Law or Regulation <input type="checkbox"/> Response to Inquiry <input checked="" type="checkbox"/> Other Specify: <b>Foster Grandparent (FG) and Senior Companion (SC) Program Guidelines</b>	
INQUIRIES SHOULD BE DIRECTED TO: <b>Your assigned FG/SC Program Analyst</b>	

The Corporation for National and Community Service (CNCS) Third National Senior Service Corps Conference will convene in Salt Lake City, Utah, on June 7 - 8, 2002.

This Conference serves as the CNCS-sponsored training event for Fiscal Year 2001-2002 for Foster Grandparent Program (FGP) and Senior Companion Program (SCP) grantees. The Senior Corps Conference will precede the **2002 National Conference on Community Volunteering and National Service**, co-convened by the Points of Light Foundation and CNCS.

Conference workshops will take place at the following locations:

Salt Palace Convention Center  
110 South West Temple  
Salt Lake City, UT

Wyndham Hotel\*  
215 West South Temple  
Salt Lake City, UT  
(\*Computer/Technology Workshops)

The Senior Corps Conference sessions will include an overview on recruitment, retention, enhancing and expanding community partnerships, volunteer and program management, as well as outcome-based programming.



To facilitate attendance, CNCS will issue one-time-only funding augmentations of \$1,500 per grantee. This allocation applies to both federal and State-funded projects to cover the expenses associated with long-distance travel for **two authorized representatives**. CNCS will mail directly a grant application to each project. This time-sensitive document must be completed and returned to CNCS by the due date listed. Through the registration process, the two authorized representatives will automatically be registered for both conferences.

Once the grant award of \$1,500 has been approved, projects will receive funding from CNCS via direct deposit. **All projects must have an established direct deposit process with CNCS in order to receive these funds.** To verify that a direct deposit has been established for your project, please contact your CNCS Program Specialist listed below.

PSA	CNCS Program Specialist	Phone
1-9	Patrick Towhig	(510) 273-1047
10	Gayle Hawkins	(310) 235-7704
11-12	Patrick Towhig	
13-18	Gayle Hawkins	
19-24	Amy Dailey	(310) 235-7705
25	Gayle Hawkins	
26-30	Patrick Towhig	
31-33	Gayle Hawkins	

In addition to the one-time funding, CNCS grants permission for federal FGP and SCP to re-budget resources from "Volunteer expenses" to "Support expenses," on a case-by-case basis, should they require additional resources to cover the costs of attending this conference. Since the California Department of Aging (CDA) follows the policies and procedures established by CNCS, it shall permit State-funded projects to re-budget resources as well. Projects are to follow procedures outlined in the FGP and SCP 2000 Operations Handbook, Chapter 10, Project Management, Section C, Re-budgeting.

Should a State-funded project require re-budgeting, a written request and budget revision must be submitted to the AAA/CDA for approval. Upon receipt, the AAA/CDA will conduct an analysis to ensure that an adequate level of funding remains to cover the cost of reimbursements associated with volunteer expenses.

For additional conference questions, you may call the conference information line at (202) 606-5000, ext. 430, or log on to [www.seniorcorps.org](http://www.seniorcorps.org) and click on "Conference Info 2002."

### Original Signed By Lynda Terry

Lynda Terry  
Director

cc: California Association of National Senior Service Corps Project Directors